



MEMORANDUM

TO: Superintendents

FROM: Denise Cox, Interim Director of Adult Education

DATE: February 22, 2010

SUBJECT: Intent to Offer Adult Education Programs

State funding may be reimbursed to school corporations who conduct an adult education program. Adult Education programs should be organized to meet the needs and circumstances of adult students and should be responsive to adult needs, interests and responsibilities (511 IAC 11-1-1). Adult education programs are defined as Adult Basic Education (ABE - basic academic skills), GED (high school equivalency) and/or Adult Secondary Credit (ASC - offering high school credit leading toward a high school diploma).

A school corporation may apply for authorization for reimbursement of its ABE, GED and/or ASC program by submitting notification of its intent to the Department of Education (DOE) before the announced deadline. **The deadline for submitting an Intent to Offer form for continuing or new providers is this Friday, February 26, 2010.**

To access the proper Intent to Offer form, visit the DOE web page for adult education <http://www.doe.in.gov/adulted/welcome.html>. Click on "Administrators" in the Main Menu box on the right. On the Administrators page, scroll down to "Fiscal Reporting Forms" and select the correct link

- [Notification of Intent to Offer State Reimbursable Adult Education Programs](#) to be completed by continuing programs **and** new programs
- [New Program Supplement to Notification of Intent to Offer State Reimbursable Adult Education Programs](#) to be completed by new programs only.

You will also find additional information on Indiana's adult education system on this page.

It is important to receive timely, complete and accurate information from current and new providers. The information we receive will allow the Office of Adult Education to project state allocations to school corporations for summer/fall 2010.